

**Instructions for completing the Virginia Department of Minority Business Enterprise
Small Business Certification/Re-Certification Application**

Company's Full Legal Name

This is the name in which the business is registered with the State Corporation Commission or which is licensed by local government to do business in the Commonwealth of Virginia. *If the business is conducted in a name other than the legal business name, be sure to comply with the provisions regarding Assumed or Fictitious Business Names.*

Mailing & Physical Address

Mailing Address: This is the address at which you wish to receive correspondence.

Physical Address: This is the address of the actual location of the business and is to include the street, city, state, & zip code.

Contact Information

Indicate the primary telephone number of your firm, the fax number, and e-mail address. Indicate the contact person & title.

Name of Principal Owner(s)

Indicate the name(s), of the person(s) who owns and controls the company. **Please name all owners or partners. If additional space is needed, please attach information.**

Federal Tax ID Number

Give the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This could also be the Social Security Number of the owner of your firm.

Dunn & Bradstreet (DUNS) Number

The DUNS number is a unique identifier provided free by Dun and Bradstreet (<http://smallbusiness.dnb.com>) Dun & Bradstreet is a credit reporting and business services company. A DUNS number is required for e-commerce to accurately identify vendors receiving awards and to process payments accurately. The toll free number to obtain a DUNS number is: 888-814-1435. A DUNS number is also required to register with e-VA.

1. Major field(s) of operation
Indicate the primary product line or service offered by your firm.
2. Indicate the National Institute of Governmental Purchasing Codes (NIGP). If you are unfamiliar with this coding system, choose a category and further define it in your own words. Use key words associated with the product or service. If possible, include a copy of any literature or brochures that you use.
<http://www.eva.state.va.us/NIGPCodes/NIGPCodes.htm>
3. Indicate the approximate date the business was started.
4. Indicate if the firm is registered with the Virginia State Corporation Commission. The State Corporation Commission can be reached at (804) 371-9733 or via the web at www.state.va.us/scc.
5. Indicate if the firm is registered with eVA. Call (804) 786-3842 or go online at www.eva.state.va.us to register.
6. Indicate the type of business of your firm
7. Indicate what state your firm is incorporated in.
Please Note: All businesses which are not sole proprietors applying for certification/re-certification that are incorporated outside of the Commonwealth of Virginia must provide a "Certificate of Authority to Transact Business in Virginia" from the State Corporation Commission. www.state.va.us/scc/division/clk/forms/scc759.doc
8. Indicate the name and address of all owners of the firm. (Use additional sheets, if necessary)
9. Indicate the name and address, ownership title or relationship, percentage of ownership, dates, and number of employees of any affiliates.

Mail Completed applications to:

**Virginia Department of Minority Business Enterprise
Attention: Certification Officer
200-202 North 9th Street, 11th Floor
Richmond, VA 23219**

Questions may be directed to the Certification Officer at (804) 786-6585.